



## STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION

Procurement Division

402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317 / 232-3058

### Award Recommendation Letter

Date: April 13, 2012

To: Nate Day, Director of Strategic Sourcing  
Indiana Department of Administration

A handwritten signature in black ink, appearing to be "S. Webb", is written over the "To:" line.

From: Steve Webb, Strategic Sourcing Analyst

Subject: Recommendation of Selection for RFP 12-64  
Solicitation for Charter Facilities Loan Fund for the Indiana Department of Education

#### Estimated Amount of 2-year Contract: \$3,429,094

Based on the evaluation of our team, we recommend for selection **IFF** to begin contract negotiations to provide a Charter Facilities Loan Fund for the Indiana Department of Education. Terms of this recommendation are included in this letter.

The evaluation team received a proposal from one (1) vendor:

- IFF

The proposals were evaluated by the Indiana Department of Education and IDOA according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (35 points)
- Pricing Proposal (20 points)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority-Owned Business Participation (10 points)
- Woman-Owned Business Participation (10 points)

The proposal was evaluated according to the process outlined in section 3.2 ("Evaluation Criteria") of the RFP.

Scoring was completed as follows:

**A. Adherence to Requirements**

The proposal was reviewed for adherence to mandatory requirements. The respondent met these requirements and was then evaluated based on the business proposal, technical proposal, and cost proposal.

**B. Management Assessment/Quality**

**Business Proposal**

The evaluation team considered each respondent's information provided in the business proposal. These areas were reviewed to assess respondent's ability to service the state.

**Technical Proposal**

For the technical proposal evaluation, the team considered the respondent's proposal for completeness, thoroughness and thoughtfulness of answers to all questions. The evaluation team's score was based on a review of the respondent's proposed approach to each section of the technical proposal, Section 2.4 of the RFP.

The result of the management assessment/quality evaluation is shown below:

**Table 1: MAQ Scores**

RESPONDENT	MAQ SCORE (35 Max)
IFF	28.00

During business and technical proposal evaluation, the evaluation team observed the following:

**IFF**

IFF scored 28.00 points out of the possible 35 qualitative points. The response was certainly complete and adequate. IFF is clearly more than competent to administer this program. Thoroughness and thoughtfulness were slightly lacking, particularly in outlining specifics of what partnerships IFF will engage in to further leverage the available funds. There is no explanation of what criteria IFF would use to determine when, how and why such partnerships would be formed. This is very important to IDOE, and which it is clear that this is well within IFF's capability and experience, clear and specific information was lacking.

**C. Cost Proposal**

Cost scores were normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 20 points. The normalization formula was as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 20$$

The scoring for step 2 of the evaluation process is outlined below:

**Table 2: Cost Scores**

RESPONDENT	COST SCORE (20 max)
IFF	20.00

Combined final Business Proposal, Technical Proposal, and Cost Proposal scoring was as follows:

**Table 3: MAQ/Cost Scores**

RESPONDENT	MAQ SCORE (35 Max)	COST SCORE (20)	SUBTOTAL (55)
IFF	28.00	20.00	48.00

#### **D. IDOA Scoring**

IDOA scored the respondent in the following areas – Buy Indiana (10 points), Indiana Economic Impact (15 points), and Minority and Women Business Participation (10 points) using the criteria outlined in the RFP. The total score out of 100 possible points was tabulated, and is as follows:

**Table 4: Final Overall Evaluation Scores**

RESPONDENT	MAQ SCORE (35 max)	COST SCORE (20 max)	BUY INDIANA (10 max)	IEI (15 max)	MBE (10 max)	WBE (10 max)	TOTAL SCORE (100 max)
IFF	28.00	20.00	0	0.00	-1.0	-1.0	46.00

#### **Award Summary**

During the course of evaluation, the state scrutinized the proposal to determine the viability of the proposed business solution to meet the goals of the program and to meet the needs of the state. The team evaluated the proposal based on the stipulated criteria outlined in the RFP document.

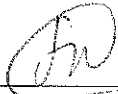
This agreement will be for a period of two (2) years. At the discretion of the State, there may be two (2) one (1) year renewals for a total of four (4) years.

*Signed By:*



Marcie Brown Carter  
Indiana Department of Education

RFP 12-64 Evaluation Team



Steve Webb  
Indiana Department of Administration